

Minutes
Gates Public Library
Board of Trustees
February 16, 2011

Present: Kirk Kettinger, Vice President; Amy Gardner; Paula LaManna; Paul Marlin; Bob Renehan; Linda Tribotte; Mark Assini, Supervisor; Karen Kase-McLaren, Director

Absent: Peter Derry, President

- I Meeting was called to order at 7:00 p.m. by Mr. Kettinger.
- II Agenda Changes: Add to X b. Book Sale Agreement extension between Friends and Gates Public Library
- III Visitors' Comments: No comments reported.
- IV Supervisor's Comments: Mr. Assini welcomed new trustee, Paul Marlin, to the board. He then stated that the schedule on the new building is slipping a bit. But Mr. Assini also noted that with all the staff efforts and the amount of time they have spent working on the new building, the project has been moving forward.
- V President's Comments: Absent from this month's meeting.
- VI Correspondence: Ms. Kase-McLaren noted the proclamation of the library's 50th anniversary by the Monroe County Legislature and other items of publicity and articles.
- VII Approval of Minutes: Two sets of minutes were approved -
 - a. A motion to approve the January 19, 2011 minutes was made by Bob Renehan, seconded by Paula LaManna and motion carried unanimously.
 - b. A motion to approve the special meeting minutes of February 8, 2011 was made by Paula LaManna, seconded by Linda Tribotte and motion carried unanimously.
- VIII Approval of Personnel Report: Ms. Kase-McLaren presented report, noting two new pages. A motion to approve the February 2011 personnel report was made by Bob Renehan, seconded by Amy Gardner and motion carried unanimously.
- IX Financial Review:
 - a. Approval of Financial/Year to Date/Budget Projection Reports: Two sets of reports were approved -
 1. A motion to approve the final 2010 Year to Date and Budget Projection reports was made by Paula LaManna and seconded by Bob Renehan and motion carried unanimously.
 2. A motion to approve the January 2011 Year to Date and Budget Projection reports was made by Bob Renehan, seconded by Linda Tribotte and motion carried unanimously.
 - b. Approval of Transfers: A request to transfer \$5435.10 from L00-0200-3000 to L-7410-2003 (Technology Equipment over \$250) to cover the cost of 11 computers is requested. A motion to approve the transfer of \$5435.10 from L00-02000-3000 to L-7410-2003 was made by Linda Tribotte, seconded by Bob Renehan and motion carried unanimously.

c. Approval of Bills to be Paid: A motion to approve payment of claims #11-30, accounts payable claims #21980-21983 and #21994-21995, including payrolls 3 and 4, for a total of \$105,871.28 was made by Paula LaManna, seconded by Linda Tribotte and motion carried unanimously.

- X Items Requiring Board Action:
- a. Approval of Nomination of Trustee: A motion to approve Paul Marlin as Library Trustee, whose term will be 1/1/11-12/31/15, was made by Paula LaManna, seconded by Bob Renehan and motion carried unanimously.
 - b. Approval of Book Sale agreement extension: Due to the construction of the new library and the closing of the library during the move process, an extension of the book sale agreement is requested. At issue is what the process and handling for upcoming book sales in the new building will be. Some discussion ensued and a motion to approve the extension of the book sale agreement between the Friends and the Gates Public Library until August 2011 was made by Amy Gardner, seconded by Paul Marlin and motion carried unanimously.
- XI Reports: All reports accepted as written, including Special Reports: 1. Director's report on 50th Anniversary Celebration and 2. Report on Year End Financial Report for Trustees Account.
- XII Items for Board Discussion:
- a. New library carpet layout: Ms. Kase McLaren presented to the board the carpet layout design for both floors. Board accepted design as presented.
 - b. Board Committees: Those committees commented on –
 - 1. Town Board: Trustee Marlin was appointed as Library Trustee.
 - 2. Friends: Meeting was held on 2/15/11.
 - 5. Facilities: A water main break forced closing of the town building and all departments on Monday, 2/14.
 - 10. Building Funding: The new brochure is ready to be sent to the printers.
- XIII Items of Information: Tom Bober, Book Sale chairperson, presented to the board 3 options on holding book sales and for storage of donations. Board will review and a meeting will be set to discuss the issues presented.

Having no further business to discuss, a motion to adjourn the meeting was made by Bob Renehan, seconded by Paula LaManna and motion carried. Meeting adjourned at 8:02 p.m.

Respectfully submitted,

Sandra Kilbury
Recording Secretary